

Minutes of the Academic Staff General Assembly
December 9, 2005
1965 Room, University Union

Presiding Officer: Lucy Arendt, Chair, Academic Staff Committee

Parliamentarian: Kenneth Fleurant, Secretary of the Faculty and Academic Staff

Present: 28 members of the Academic Staff, Provost Hammersmith, Assistant Chancellor Rodeheaver

1. Call to order by Chair of the Academic Staff Committee, Lucy Arendt at 1:30 p.m.

2. Information and Discussion Items.

a. Pay Plan Distribution. Assistant Chancellor for Planning and Budget, Dean Rodeheaver, was present to explain and discuss the pay plan and how it will be distributed. Rules for allocation of the pay package are set by the legislature, the regents, and individual campuses. The regents have indicated that distribution may be made across the board in years when the amount is less than 2%; otherwise, merit must be a factor. This year, since the amount is exactly 2%, the regents have allowed campuses to decide which way to go. Although there are a few exceptions in the first (not the second) year of the budget biennium, our campus has decided to use merit in the allocations formula. Typically that means a third is distributed for satisfactory performance, a third for merit and a third is distributed on either basis as the campus (or unit) wishes. It must be made clear that the 2%-3% package over the biennium will be distributed as an average, so not everyone will receive the full percentage amount. In addition, the regents allow the Chancellor to take 10% off the top to resolve salary issues on campus. As a result, the average raise this year, the first year of the biennium, becomes 1.8%. Analysis of salaries for academic staff in similar positions across the UW-System allows us to address the most severe discrepancies with the Chancellor's percentage. The Chancellor has met with the Academic Staff Committee to discuss additional ways to make good use of the academic staff portion of the 10% discretionary fund. AS Chair Arendt invites input in this matter early in the new year to help with their continued discussions and impending response to the Chancellor.

b. Perceptions of the UW—Green Bay Campus Community in 2004-05. Invited guest Debbie Furlong, Director of Institutional Research, discussed what a survey last year showed regarding staff perceptions about campus life. The survey started as a faculty survey. About a year ago, questions from the faculty survey judged most appropriate to staff were compiled and the survey was distributed to academic and classified staff with the intention of communicating the results to the Campus Climate Committee. Now that that committee has been disbanded, Debbie would like help deciding what to do with the survey results. Faculty are engaged in following up with the data from their survey at the Dean's level. Without the set of national benchmarks available to weigh faculty responses against national norms, the staff survey results are not being used. She encourages everyone to become familiar with the data (see <http://www.uwgb.edu/iresearch/reports.htm>) and to engage in discussions about ways to make use of it. We may need to create our own standards since there is little movement toward establishment of System benchmarks and significant hesitation on other campuses even to discuss climate issues. In response to a question about what can be gleaned from the AS survey, Chair Lucy Arendt suggested that one thing stood out: the feeling of not being

rewarded for hard work. In response to another question about efforts to continue the work of the Climate Committee on the AS side, Lucy said the ASC has discussed this, and she still believes the matter deserves the attention of a campus-wide committee. The question is how to accomplish this. Debbie Furlong pointed out that the feeling of lack of respect of colleagues is another common theme both for faculty and (even more so) staff. She also believes that this indicates need for a campus-wide approach to climate problems.

3. Information Items. Committee Reports

a. Strategic Budget Committee.

Provost Hammersmith noted that reports of the SBC are available online (see: <http://www.uwgb.edu/pboffice/SBC/SBCMain.htm>). The Committee has set priorities for the coming year. The campus has been dealing with additional required budget reductions, handling them through existing campus budget processes.

b. Academic Affairs Planning Committee.

The Provost reported that the AAPC has also been addressing budget reduction issues. She pointed out that the campus planning structure is unprepared to react quickly with recommendations for program reductions, so when budget reductions are needed quickly they are often made at the expense of academic and classified staff rather than faculty. They are working on a more effective means of planning ahead for curricular decisions so that curricular resources can be adjusted to meet changing needs. This sort of curricular plan has not been done in the past ten years.

c. Academic Staff Committee.

Lucy Arendt, ASC Chair, asked that ASC minutes (online at <http://www.uwgb.edu/sofas/staffGov/minutes.asp>) stand as its mid-year report. She added that the Committee's two principal areas of current concern are budget and community building.

Paula Ganyard explained that there is now web space available for AS committees on the SOFAS site. She has already placed the committee charges online (see <http://www.uwgb.edu/sofas/staffGov/>) and committee chairs are welcome to send additional material, minutes, etc. by Word or .PDF attachment (with WEB in the subject line of the email) to either Paula Ganyard or Ken Fleurant who will see that they are added.

d. Reports from Academic Staff Committees were received as follows (**See attached reports following minutes**):

- 1) Personnel Committee presented by Trudy Jacobson.
- 2) Legislative Committee by Linda Parins.
- 3) Orientation Committee (pending).
- 4) Nominating Committee by Kelly Kramp.
- 5) Professional Development Programming by Brenda Amenson-Hill.
- 6) Professional Development Allocations by Shane Kohl. Chair Kohl was asked about the policy of requiring matching funds from the grantee's program. In some cases there are no matching funds available. He responded that policy requires matching funds to receive allocations from the PDAC. The lack of program funds for staff development is a campus issue that needs to be addressed.

4. Adjournment. Promising a more interactive meeting on the important issues confronting Academic Staff, Chair Arendt thanked everyone for attending and adjourned the meeting at 2:30 pm.

Respectfully submitted,

Kenneth Fleurant
Secretary of the Faculty and Academic Staff

with attachments

**2005-2006 Mid-year Academic Staff
Committee Reports
Attached Below**

SEMI-ANNUAL REPORT

Academic Staff Association

Personnel Committee

December 9, 2006

Personnel Committee Members: Trudy M. Jacobson (Chair); Ann Kasuboski (Secretary);
Eileen Kolb; Linda Parins; Mary Thiesen

Continuation of work on Charge from 2004-2005

Personnel committee members intended to continue work on “refining” the drafted brochure the committee had received input/feedback on from Melissa Jackson and from staff in Human Resources based on its 2004-2005 charge.

After electing officers and receiving a “redefined charge” for 2005-2006 from the Academic Staff Association Committee liaison, Samantha Surowiec, the committee established biweekly meeting times to gather information to meet the broadened charge for 2005-2006

Broadened charge for 2005-2006

The Personnel Committee gathered information from Human Resources staff on various UW system campuses as well as UW-Green Bay about the procedures and policies for handling of lay-offs and/or reductions in appointments. Contact has been made with UW-Madison, UW- Milwaukee, and UW-La Crosse and information regarding these policies and procedures used as well as copies of printed materials used was obtained. In addition, requests were made for copies of job descriptions for Human Resources personnel were examined to identify/determine accountability or lines of authority issues for notification of layoffs.

The committee has met with the Interim Director for Human Resources at UW-Green Bay for Discussion clarification of roles in the layoff process and will be continuing to meet with the Interim Director.

The committee has requested from the Human Resources office a listing of the position changes from clerical to Academic Staff or vice versa under consideration for 2005-2006.

**Legislative Committee
Mid Year Report 2005-2006
December 9, 2005**

Members:

Linda Parins, chair
Andy Speth
Kelly Kramp

Summary of Committee Activities:

1. We have had one meeting this semester with Student Representative, Bob Kranzusch and Government Relations Representative, Dan Spielmann. We agreed that the next meetings should include the Faculty Senate Legislative Affairs Committee.
2. There will be a Legislative Breakfast scheduled on campus in February. We have no further information as of this date
3. The committee will be involved in notifying the Academic Staff of the importance of the Board of Regents' visit in April.
4. A new charge for the committee was to compile a list of private non-UWGB email addresses of Academic Staff. A non-UWGB email account for the legislative committee has recently been set up and a memo was sent to Academic Staff. Information and announcements of forums and other Legislative issues will be sent to the private email addresses.

Academic Staff Orientation Committee

Prepared by: Kelly Kramp

Committee Members: Amy Van Oss, John Gerow, and Alissa Clark

- Orientation of new staff was held on August 9, 2005, 5 new staff signed up to receive a mentor.
- Reviewed summarized all evaluation of the mentor program received the previous year.
- A call for Academic Staff mentor led to all new Academic Staff being paired.
- A new system with Human Resource was figure, which the Nominating Committee chair is emailed monthly the new Academic Staff hire, so that they can be paired with a mentor immediately, when it is most necessary. Sodexo dining services has also donated free coffee or soda, for the first mentor/mentee meeting.
- Meeting in February to review the success of the monthly emails from Human Resources, along with finding out if Human Resources is holding a Spring Orientation.

Academic Staff Nominating Committee

Prepared by: Kelly Kramp

Committee Members: Paula Ganyard, Sara Ann Suwalski and Todd Sanders

- Nominated Sheila Carter and Brent Blahnik to the Dean of Liberal Arts and Science Search/Screen Committee.
- Nominated Lidia Nonn, Deb Strelka, and Sherri Arendt to the Provost's Academic Affairs Committee.
- Nominated Mary Anne Spencer to the Awards/Recognition Committee
- Nominated Jen Pfundtner to the Student Affairs Committee.
- Nominated Sue Steeno to the review of the Student's Rights and Responsibilities document.
- Meeting in late January/early February, to prepare the Academic Staff election ballot. Ballots will be distributed in early March, via paper and email.
- Please consider serving on an Academic Staff Committee in 06/07.

Academic Staff Professional Development Programming Committee

2005 December Report

Committee Members: Brenda Amenson-Hill (Chair), Mary Spencer (Treasurer), Nora Kanzenbach (Secretary), Todd Sanders, Juliet Cole and Jane Swan (AS Liaison)

The committee started the year with some assignments from the summer. We were asked to help research and start a Conversational Spanish Class on campus. The Chair, Brenda Amenson-Hill worked with Mary Ann Rose, Classified Staff Advisory Council to complete the research in August. All of the information was turned over to Tom Maki. Tom then gave us cabinet level approval to move forward by working with Barbara McClure-Lukens in Outreach. Outreach coordinated the course registration. This Spanish Class was very successful and plans are already in place to offer two classes next semester. One class will be targeted to level one participants, and the other level two. See attached documents related to the Conversational Spanish Classes.

We also looked at the survey results from 2004-05, and started planning more programs for the year. The committee continues to gather input on the topics and programs that interest Academic Staff members for future programs. We include a place for input on our promotion and evaluation documents for programs offered in 2005-06.

The programs presented 2005 were:

1. Two sections of level 1, Spanish.

Date: fall semester

Attendance: 50 faculty and staff total

Cost: \$0 from this budget

2. Gender Issues in the Workplace- Dr. Kilmartin.

Date: November 8, 2005

Attendance: 40 total

Cost: \$265 (co-sponsored with the Campus Life task force on healthy relationships—they paid for \$2,500 for contract and promotional expenses) Campus Life held a separate program that evening for students.

As per our committee charge, we followed up on the previously scheduled session on Ethics in the Workplace with Mike Troyer, President, Strategic Management Associates and Emeritus Associate Professor of Business Administration (Management). The Classified Staff plan to co-sponsor this program with us next semester. We have also brainstormed a program on diversity for spring semester, 2006.

Budget

We were allocated \$3,879.00 for the year, and we currently have \$3,613.99 left to spend.

Submitted by Brenda Amenson-Hill

*Attachments: Gender promotion
Conversational Spanish Class*

12/8/2005

Survey Results
Dr. Christopher Kilmartin
Gender Issues in the Workplace and at Home

35 Attendees/22 Responses

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The presenter was knowledgeable about the topic	19	3			
The information presented met my expectations	6	15	1		
The information was presented clearly and concisely	10	12			
The program start time, length, and pace met my needs	12	8	1	1	
OTHER COMMENTS:					
Finish by 4 p.m so people don't leave before it is over.					
It wasn't what I expected. It was interesting, but I was hoping for more ideas/practical applications.					
Insightful information about development of gender differences. Very relaxed pace.					
Knows his stuff.					
Excellent choice for a speaker.					
Great topic for further exploration.					
Loved the historical perspective.					
Would be great to hear some of the reasonings behind some of the ideas. So much great food for thought.					
A more clear introduction is needed!					
Very nice. Thank you.					
Interesting topic, too bad we only had 90 minutes.					
Great history—I have a much clearer understanding of how we got where we are & where we are going. Practical skills and strategies not given.					
Good general info-liked the style.					
Great historical overview of genderization.					
I thought parts of it were a little slow moving at times and I thought it would be less historical.					
Very informative and good presenter—puts audience at ease. Felt I could've asked him anything. He's on top of things with me, women, & society.					
Excellent person and very well done. I didn't see the evening session; but I thought the afternoon session was very good. From seeing clips from previous presentations, I like the comedy version, which was lacking yesterday.					
Great presentation! Very interesting and I enjoyed his humor! Thank you for bringing him to campus.					

Spring, 2006
Introductory Conversational Spanish I
University of WI Green Bay

Class Schedule: Eight week course, meeting once a week for 2 hours

Total instruction time: 16 Hours

Starting the Week of February 6, skipping the week of spring break,, ending week of April 3
1-3 p.m. **Tuesdays:** February 7,14, 21, 28; March 7, 14, 28; April 4

Location: Rose Hall 230

Instructor: Bonnie Granius

Bonnie is a retired Green Bay Public Schools teacher with 25 years' experience teaching high school Spanish. She currently is an instructor in the adult non-credit foreign language program at St. Norbert College. She is also a Workplace Spanish instructor for the Literacy Council of Brown County. Bonnie has studied in Mexico, and has traveled extensively in Mexico and in Spain, including leading her high school classes' trips abroad.

NO Fee This course is open to all campus faculty and staff.

This course may be taken on work time, subject to supervisory approval as required.

Register online <http://www.uwgb.edu/outreach/events/spanish/>

Please register by January 30.

Course Overview: This interactive course will provide development of basic communication skills emphasizing speaking and listening comprehension. Occupational vocabulary specific to University needs will be included as requested. Participants will be introduced to Latino culture and values.

Upon completion, participants will be able to understand and use:

- Alphabet, pronunciation
- Greetings & useful everyday phrases
- Days, months, dates, and telling time
- Basic grammar
- Specifically requested vocabulary

No previous instruction in Spanish language is necessary. Further classes will be offered as demand dictates. Textbook – *Spanish Is Fun 3rd Ed.*

Questions? Contact Barbara McClure-Lukens, Division of Outreach and Adult Access, #2222 or mcclureb@uwgb.edu

Spring 2006
Introductory Conversational Spanish II
University of WI Green Bay

Class Schedule: Eight week course, meeting once a week for 2 hours
Total instruction time: 16 Hours

Starting the Week of February 6, skipping the week of spring break, ending week of April 3
1-3 p.m. **Wednesdays:** February 8,15, 22,; March 1, 8, 15, 29; April 5

Location: Alumni AB, University Union

Instructor: Bonnie Granius

Bonnie is a retired Green Bay Public Schools teacher with 25 years' experience teaching high school Spanish. She currently is an instructor in the adult non-credit foreign language program at St. Norbert College. She is also a Workplace Spanish instructor for the Literacy Council of Brown County. Bonnie has studied in Mexico, and has traveled extensively in Mexico and in Spain, including leading her high school classes' trips abroad.

NO Fee This course is open to all campus faculty and staff.

This course may be taken on work time, subject to supervisory approval as required.

Register online <http://www.uwgb.edu/outreach/events/spanish/>

Please register by January 30.

Overview: This interactive course will continue development of basic communication skills emphasizing speaking and listening comprehension. By expanding vocabulary and grammar concepts and reinforcing concepts already learned, the course is designed to increase comfort level for authentic use of the language. Occupational vocabulary specific to University needs will be included as requested. Participants will continue to explore Latino culture and values.

Upon completion, participants will be able to understand and use:

- -ER verbs
 - Adjectives (colors and personal descriptions)
 - -Irregular verbs “ser” and “estar”
 - -IR verbs
 - Irregular verb “tener” and common expressions using this verb
- Specifically requested vocabulary

***Previous completion of Introductory Conversational Spanish or equivalent is recommended.**

**Academic Staff Professional Development Allocations Committee
Mid-Year Report for 2005-06
December 9, 2005**

Members of the Committee are: Shane Kohl (Chair), Juliet Cole, Lynn Niemi, Marlys Brunsting, and Anne Seidl.

The Committee first met on July 13, 2005 to review the Committee Charge, elect officers, and set a meeting schedule. The committee next met on August 31, 2005 with ASC Chair Lucy Arendt to get clarification on a number of issues concerning the charge, award criteria, etc. At this meeting, it was agreed that the group would meet less often in the hopes of being able to make more equitable award decisions. The meeting dates were set for October 25, 2005, January 31, 2006, and April 25, 2006 and were publicized accordingly with the help of the SOFAS Office staff.

This year \$11,638.00 was made available for Professional Development. One-third (\$3,879.33) was given to the Professional Development Programming Committee, leaving \$7,758.67 for Allocations. Currently, over \$4,000 remains in the fund to be awarded over the next 2 meetings. Each recipient and his or her supervisor along with the Director of Human Resources were notified of the award via e-mail. An updated spreadsheet detailing the allocations through October 26 is attached.

The Office of the Secretary of the Faculty and Academic Staff distributes periodic announcements regarding the availability of funds, procedures and deadlines, via e-mail. The fund request form and related information is also linked to the Human Resources website at <http://www.uwgb.edu/hr/forms/index.asp?search=ASAC>.
An announcement is also available in the LOG on a regular basis.